

DEPARTMENT OF THE ARMY
Missouri River Division, Corps of Engineers
P.O. Box 103, Downtown Station
Omaha, Nebraska 68101

MRD-M 690-1-1

MROPO-T

Memorandum
No. 690-1-1

28 February 1984

Civilian Personnel
CAREER PROGRAM MANAGERS

1. Purpose. This memorandum designates the Department of the Army Career Program Managers within the Missouri River Division and states their responsibilities as such.
2. Applicability. This memorandum applies to the individuals occupying the positions listed below.
3. References.
 - a. AR 690-950-1
 - b. ER 690-1-955
 - c. ER 690-1-958
4. General.

a. In accordance with references a. and b., paragraph 3, individuals occupying the following positions are designated Department of the Army Career Program Managers for career program registrants as listed.

<u>Position</u>	<u>Career Program</u>
Chief, Personnel Office	Civilian Personnel Administration
Chief, ADP Office	Automatic Data Processing
Chief, Resource Management Office	Comptroller Functional Area and Manpower/Force Management
Chief, Procurement and Supply Division	Contracting and Acquisition
Chief, Public Affairs Office	Public Affairs and Communications Media
Chief, Real Estate Division	Real Estate
Chief, Safety and Occupational Health Office	Safety Management
EEO Officer	Equal Employment Opportunity

This memorandum supersedes MRD-M 690-1-1, same subject, dated 2 January 1981.

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<u>Position</u>	<u>Career Program</u>
Chief, Office of Administrative Services	Librarian and Records Management
Chief, Engineering Division	Engineers and Scientists for the Engineering Division and Program Development Office. Also is designated as Major Command (MACOM) (Division-wide) Career Program Manager in accordance with ER 690-1-958
Chief, Planning Division	Engineers and Scientists for the Planning Division
Chief, Construction-Operations Division	Engineers and Scientists for the Construction-Operations Division

b. Career Program Managers have the following responsibilities:

(1) Serve as resource persons for line supervisors in providing information to careerists on the career field such as its scope and patterns; the characteristics of career competition both local and DA-wide; the benefits of mobility and developmental assignments; and realistic career expectations based on the individual's desires, quality of performance, and availability of jobs.

(2) In coordination with the Civilian Personnel Office, provide guidance to supervisors for use in advising careerists regarding training needs and training courses considered desirable for improved performance and career progression. Encourage supervisory counseling of Management Development Group members, including careerists with high potential (highly qualified) for manager jobs.

(3) In coordination with Civilian Personnel Office, monitor and advise supervisors and careerists on use of the career appraisal and Individual Development Plan procedure and planning for career assignments. Respond to Civilian Personnel Office requests to serve, or designate representatives to serve, on local ad hoc rating panels when rosters are not established. Provide functional advice and guidance to supervisors and employees with regard to career program opportunities and requirements.

(4) When interns are employed, monitor effective management and training by supervisors, applying established training plans. Monitor training/work assignments of interns to assure that performance/qualification requirements are met prior co completion of internship. Participate in or monitor selection of interns in terms of superior qualifications and high potential for career advancement.

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(5) Assist in determining annual career program manpower requirements and intern needs.

(6) Monitor effectiveness of the EEO program within the career field and undertake followup actions, as needed, to assure full support to EEO goals.

c. The MACOM Career Program Manager for the Engineers and Scientists Career Program is responsible for the following:

(1) Provide advice and guidance on career management and assignments from a functional standpoint; support effective career planning and progression; evaluate and submit budget input relating to intern requirements and training, executive development, and long-term training, when requested.

(2) Act as or designate a chairperson for MACOM screening panels. Assure that evaluations are recorded and forwarded to DA when required.

(3) Approve certain lateral assignments, consistent with referral determinations, within the MACOM.

(4) Monitor functional-type training activities conducted in MACOM facilities with appropriate Functional Chief Consultation.

(5) Provide career counseling to top level civilian executives on long-term training opportunities and special developmental assignments.

(6) Assess the quality of intern training. Monitor other training and development activities in the career program within the MACOM. Monitor the selection of interns at local level to assure superior qualifications and high potential for career advancement.

(7) Monitor effectiveness of the EEO program within the career field and undertake any necessary followup to assure full support in meeting EEO goals.

(8) Assist in determining annual career program manpower requirements and intern needs.

(9) Appoint Deputy Civilian Program Managers when appropriate in heavily populated or highly diversified career programs to assist in managing and directing MACOM level career program activities.

FOR THE COMMANDER:

/s/
LEE W. TUCKER
Colonel, Corps of Engineers
Deputy Commander

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